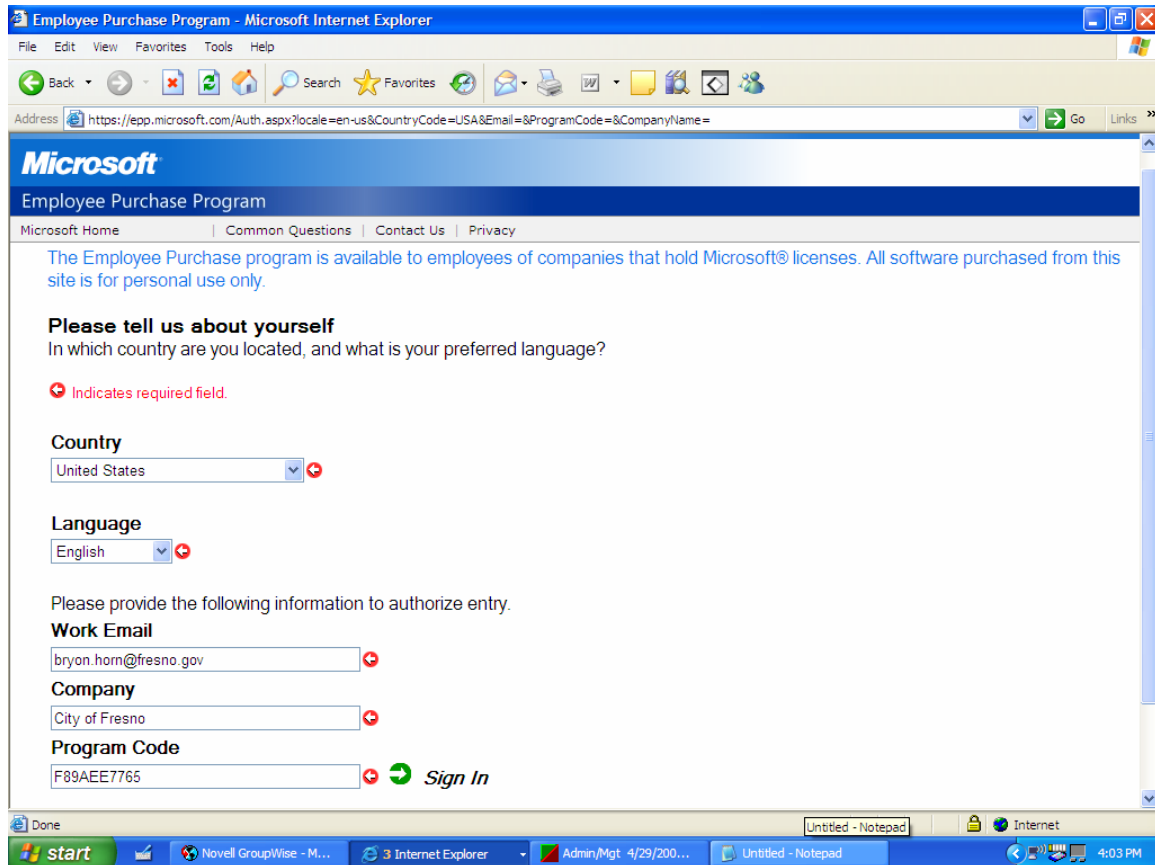


## Microsoft Employee Purchase Plan

For City Employees to purchase Microsoft product at a discount, go to <https://epp.microsoft.com/> and you will be presented with the following screen:



The screenshot shows the Microsoft Employee Purchase Program login page in a Microsoft Internet Explorer browser window. The address bar displays the URL: <https://epp.microsoft.com/Auth.aspx?locale=en-us&CountryCode=USA&Email=&ProgramCode=&CompanyName=>. The page features the Microsoft logo and the title "Employee Purchase Program". Below the title, there are links for "Microsoft Home", "Common Questions", "Contact Us", and "Privacy". A disclaimer states: "The Employee Purchase program is available to employees of companies that hold Microsoft® licenses. All software purchased from this site is for personal use only." The main section is titled "Please tell us about yourself" and asks for the user's location and preferred language. It includes a red asterisk icon indicating required fields. The "Country" dropdown menu is set to "United States", and the "Language" dropdown menu is set to "English". Below this, a message says "Please provide the following information to authorize entry." followed by four input fields: "Work Email" (containing "bryon.horn@fresno.gov"), "Company" (containing "City of Fresno"), "Program Code" (containing "F89AEE7765"), and a "Sign In" button. The Windows taskbar at the bottom shows the Start button, several open applications (Novell GroupWise, Internet Explorer, Admin/Mgt, and Notepad), and the system clock showing 4:03 PM.

All you will need is to enter your eMail address, use the City of Fresno as the Company and enter F89AEE7765 as the Program Code. Once this information is entered correctly, click on the Sign In button and you will be presented a screen with all of Microsoft's products.

You need not go through ISD or the City Purchasing process to purchase, this is an online purchase that will utilize your credit card and the product will be shipped directly to your home.

